

MANGALORE



UNIVERSITY

MANGALAGANGOTRI

Syllabus

**Bachelor of Business Administration in Logistics
(Apprenticeship Based BBA Programme)**

As per NEP 2020 and as per resolutions of BOS on BBA held on 22-10-2021

**Department of Business Administration
(Faculty of Commerce)
Mangalore University, Mangalagangotri**

Bachelor of Business Administration
(BBA in Logistics)

1. Programme Objectives:

The objectives of BBA in Logistics Programme are:

- To impart knowledge on fundamentals of logistics and their application.
- To develop competencies and knowledge of students to become warehouse professionals.
- To develop problem-solving skills through experiential learning and innovative pedagogy to ensure utilization of knowledge in professional careers.
- To illustrate the role and scope of Logistic management in organizations.
- Incorporate and manage uncertainty and risk associated with logistics operations.
- To produce industry ready graduates have highest regard for Personal & Institutional Integrity, Social Responsibility, Teamwork and Continuous Learning.
- To develop a positive attitude and life skills to become a multi faceted personality with a sense of environmental consciousness and ethical values.

2. Programme Outcomes (PO):

On successfully completion of the program, the student will be able to:

- Understand concepts and fundamentals of logistics. Identify the opportunities in the corporate environment and manage the challenges.
- Demonstrate the knowledge of logistics management to solve complex corporate problems using limited resources.
- Function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.
- Demonstrate entrepreneurial competencies.
- Exhibit managerial skills in the areas of logistics handling, materials management, warehousing etc.
- Identify business opportunities, design and implement innovations at workspace.
- Possess a sturdy foundation for higher education.

3. Program Specific Outcomes (PSO):

On the successful completion of B.B.A.in Logistics, the students will be able to:

PSO1: Acquire Practical learning through summer internship, industrial visit and Business Plan etc.

PSO2: Demonstrate analytical and problem-solving skills through specialization in logistics management, warehousing and materials management to solve the business issues.

PSO3: Understand and develop the new dimensions of knowledge through open electives to cater the need of the industry.

PSO4: Comprehend the core concepts, methods and practices in logistic management.

PSO5: Venture into his/her own business or excel in executive roles in private /government sector.

PSO6: Demonstrate the ability to create business plans.

PSO7: Develop an understanding of business that reflects the moral responsibility of business to all relevant stakeholders and the natural environment.

PSO8: Matured Individuals and responsible Citizens to the country.

PSO9: Demonstrate Ability to work in Teams/Groups.

4. Structure of BBA (in Logistics) Syllabus:

First Semester BBA in Logistics (Basic/Honors)							
Course Code	Title of the Course	Category of Courses	Teaching Hours/ Week (L+T+P)	SEE	CI E	Total Marks	Credits
Lang. 1.1	Language - I	AECC	3+1+0	60	40	100	3
Lang. 1.2	Language – II	AECC	3+1+0	60	40	100	3
BBAL. 1.1	Fundamentals of Logistics	DSCC	4+0+0	60	40	100	4
BBAL. 1.2	Materials Management	DSCC	3+0+2	60	40	100	4
BBAL. 1.3	Warehousing & Distribution Centre Operations	DSCC	4+0+0	60	40	100	4
BBAL. 1.4	Digital Fluency/ Environmental Studies	SEC/AECC	1+0+2/ 3+0+0	30 60	20 40	50/ 100	2/ 3
BBAL. 1.5	Business Organization	O E C	3+0+0	60	40	100	3
BBAL. 1.6	Health and Wellness +	SEC- VB	0+0+2	-	25	25	1
	Physical Education & Yoga		0+0+2	-	25	25	1
	Total			390	310	700	25/26
Second Semester BBA in Logistics(Basic/Honors)							
Course Code	Title of the Course	Category of Courses	Teaching Hours/ Week (L+T+P)	SEE	CIE	Total Marks	Credits
Lang. 2.1	Language - I	AECC	3+1+0	60	40	100	3
Lang. 2.2	Language – II	AECC	3+1+0	60	40	100	3
BBAL. 2.1	Cost and Management Accounting	DSCC	3+0+2	60	40	100	4
BBAL. 2.2	Forecasting and Inventory Management	DSCC	4+0+0	60	40	100	4
BBAL. 2.3	Freight Forwarding (Ocean & Air Cargo)	DSCC	4+0+0	60	40	100	4
BBAL. 2.4	Environmental Studies/ Digital Fluency	AECC/ SEC	3+0+0/ 1+0+2	60 30	40 20	100/ 50	3/ 2
BBAL. 2.5	Retail Management	O E C	3+0+0	60	40	100	3
BBAL. 2.6	Physical Education-Sports	SEC-VB	0+0+2	-	25	25	1
BBAL. 2.6	NCC/NSS/R&R(S&G) /Cultural	SEC- VB	0+0+2	-	25	25	1
	Total			420	330	750	26/25

Third Semester BBA in Logistics (Basic/Honors)							
Course Code	Title of the Course	Category of Courses	Teaching Hours/ Week (L+T+P)	SEE	CIE	Total Marks	Credits
Lang. 3.1	Language - I	AECC	3+1+0	60	40	100	3
Lang. 3.2	Language – II	AECC	3+1+0	60	40	100	3
BBAL. 3.1	Surface Transportation	DSCC	4+0+0	60	40	100	4
BBAL. 3.2	Supply Chain Management	DSCC	3+0+2	60	40	100	4
BBAL. 3.3	Principles of Management	DSCC	4+0+0	60	40	100	4
BBAL. 3.4	Cyber Security/Financial Education & Inv. Awareness	SEC	1+0+2	30	20	50	2
BBAL. 3.5	Rural Marketing/India & Indian Constitution	O E C /AECC	3+0+0	60	40	100	3
BBAL. 3.6	Sports	SEC- VB	0+0+2	-	25	25	1
BBAL. 3.7	Physical Education & Yoga	SEC- VB	0+0+2	-	25	25	1
	Total			390	310	700	25
Fourth Semester BBA in Logistics(Basic/Honors)							
Cours e Code	Title of the Course	Category of Courses	Teaching Hours/ Week (L+T+P)	SEE	CIE	Total Marks	Credits
Lang. 4.1	Language - I	AECC	3+1+0	60	40	100	3
Lang. 4.2	Language – II	AECC	3+1+0	60	40	100	3
BBAL. 4.1	Introduction to Shipping	DSCC	3+0+2	60	40	100	4
BBAL. 4.2	Logistics Information System	DSCC	4+0+0	60	40	100	4
BBAL. 4.3	Fundamentals of Operation Research	DSCC	4+0+0	60	40	100	4
BBAL. 4.4	Financial Education & Inv. Awareness / Cyber Security	SEC	2+0+0	30	20	50	2
BBAL. 4.5	India& IndianConstitution / Rural Marketing	AECC O E C	3+0+0	60	40	100	3
BBAL. 4.6	Physical Education-Sports	SEC-VB	0+0+2	-	25	25	1
BBAL. 4.7	NCC/NSS/R&R(S&G) /Cultural	SEC- VB	0+0+2	-	25	25	1
	Total			390	310	700	25

Fifth Semester BBA in Logistics (Basic/Honors)							
Course Code	Title of the Course	Category of Courses	Teaching Hours/ Week (L+T+P)	SEE	CIE	Total Marks	Credits
BBAL. 5.1	Entrepreneurship Development	DSCC	4+0+0	60	40	100	4
BBAL. 5.2	Principles of Export Management	DSCC	4+0+0	60	40	100	4
BBAL. 5.3	Air Cargo Logistic Management	DSCC	4+0+0	60	40	100	4
BBAL. 5.4	Logistic Network Design	DSE-1	4+0+0	60	40	100	3
BBAL. 5.5	Retail Logistics	DSE-2	3+0+0	60	40	100	3
BBAL. 5.6	Information Technology for Business	Voc	3+0+2	60	40	100	3
BBAL. 5.7	Employability skills	SEC	1+0+2	60	40	100	3
	Total			420	280	700	24
Sixth Semester BBA in Logistics(Basic/Honors)							
Cours e Code	Title of the Course	Category of Courses	Teaching Hours/ Week (L+T+P)	SEE	CIE	Total Marks	Credits
BBAL. 6.1	Introduction to Strategic Management	DSCC	4+0+0	60	40	100	4
BBAL. 6.2	Customer Relationship Management	DSCC	4+0+0	60	40	100	4
BBAL. 6.3	E-Commerce and ERP	DSCC	4+0+0	60	40	100	4
BBAL. 6.4	Shipping Finance and Marine Insurance	DSE-1	3+0+0	60	40	100	3
BBAL. 6.5	Legal Principles of logistics and Shipping	DSE-2	3+0+0	60	40	100	3
BBAL. 6.6	Goods and Service Tax	VOC	3+0+2	60	40	100	3
BBAL. 6.7	Internship/ Projects*		4 Weeks	30	20	50	2
	Total			360	290	650	23

*** INTERNSHIP/PROJECTS WITH BUSINESS ORGANISATIONS**

Objectives:

- To enhance learning with practical
- To provide training and experiential learning opportunities for students
- To provide an opportunity to apply knowledge and skills acquired by the students in a professional context.

Guidelines to the institution:

1. Each student will have to work in a Business Organization for at least 4 weeks after their Fifth Semester Examination.
2. The entire batch of students is to be divided equally among the department faculty members. The faculty members should be the mentors and guide the students in the internship process.
3. The students must submit the Certificate for completion of internship/project by the organization to the college along with a brief report of not less than 45 pages. The report contains details of the organization, nature of business, and a write up on the learning outcome from the internship/project carried out by them.

Marks Allocation:

- 30 Marks for the Internship/Project Report and 20 Marks for Presentation and Viva-Voce examination.
- Viva-Voce shall be conducted at the end of the semester by the external faculty from among the panel of examiners and identified by the College.
- The Institution should send the marks to the University along with IA Marks scored by them in the VI Semester.

Acronyms Expanded

➤ AECC	: Ability Enhancement Compulsory Course
➤ DSC C	: Discipline Specific Core (Course)
➤ SEC	: Skill Enhancement Course
➤ SB/VB	: Skill Based/Value Based
➤ OEC	: Open Elective Course
➤ DSE	: Discipline Specific Elective
➤ SEE	: Semester End Examination
➤ CIE	: Continuous Internal Evaluation
➤ L+T+P	: Lecture + Tutorial + Practical(s)

Notes:

1. One Hour of Lecture is equal to 1 Credit.
2. One Hour of Tutorial is equal to 1 Credit (Except Languages).
3. Two Hours of Practical is equal to 1 Credit

Practical Classes may be conducted in the Business Lab or in Computer Lab or in Class room depending on the requirement. One batch of students should not exceed half (i.e., 50 or less than 50 students) of the number of students in each class/section. 2 Hours of Practical Class is equal to 1 Hour of Teaching, however, whenever it is conducted for the entire class (i.e., more than 50 students) 2 Hours of Practical Class is equal to 2 Hours of Teaching.

5. Pedagogy:

In addition to Conventional Time-Tested Lecture Method, the following approaches may be adopted as and when found appropriate and required:

1. **Case Based Learning:** Practical exposure can be given to students through Case based learning/critical learning tool. It enhances skills of students in analyzing the organizational problems and learning to arrive at critical decisions. They learn to apply concepts, principles and analytical skills to solve the real situation problems.
2. **Experiential/Live Projects/Grass Root Projects:** To bridge the gulf between the theory and practice, the students have to be encouraged to take up experiential projects/Live Projects/Grass Root Projects in companies/organizations/factories.
3. **Team Spirit and Building:** To internalize the core curriculum, working in teams and developing team spirit is essential. Interdisciplinary learning across outside the faculty would help students in equipping

with these skills.

4. **ICT enabled teaching with global touch:** With the use of modern ICT technology students' learning in class room marches towards digitization. Getting connected to people through e-mode who are located all over the world and who bring real-time insights from their industries, their customers, happenings in their local place and environment.

5. **Leadership Building:** Apart from developing a strong background in the functional areas of Business and management, the Model Curriculum focuses on developing New Age Leadership capabilities among the students.

6. **Emphasis on Indian Business Models:** Over the past two decades, several Indian Business domains and organizations have made remarkable contribution in developing innovative business models by occupying a space in the global business scenario. The academia can make use of such examples in the pedagogy.

6. Suggestive Guidelines for Continuous Internal Evaluation and Semester End Examination.

The CIE and SEE will carry 40% and 60% weightage each, to enable the course to be evaluated for a total of 100 marks, irrespective of its credits. The evaluation system of the course is comprehensive & continuous during the entire period of the Semester. For a course, the CIE and SEE evaluation will be on the following parameters:

Sl. No.	Parameters for the Evaluation	Marks
1. Continuous Internal Evaluation (CIE)		
A.	Continuous & Comprehensive Evaluation (CCE)	20 Marks
B.	Internal Assessment Tests (IAT)	20 Marks
Total of CIE (A+B)		40 Marks
2. Semester End Examination (SEE)		
C.	Semester End Examination (SEE)	60 Marks
Total of CIE and SEE (A + B + C)		100 Marks

a) **Continuous & Comprehensive Evaluation (CCE):** The CCE will carry a maximum of 20% weightage (20 marks) of total marks of a course. Before the start of the academic session in each semester, a faculty member should choose for his/her course, minimum of **FIVE** of the following assessment methods with four (4.0) marks each:

- Individual Assignments
- Seminars/Class Room Presentations/ Quizzes
- Group Discussions /Class Discussion/ Group Assignments
- Case studies/Case lets
- Participatory & Industry-Integrated Learning/ Field visits
- Practical activities / Problem Solving Exercises

vii. Participation in Seminars/ Academic Events/Symposia, etc.

viii. Mini Projects/Capstone Projects

ix. Any other academic activity

b) **Internal Assessment Tests (IAT):** The IAT will carry a maximum of 20% weightage (20 marks) of total marks of a course, under this component, two tests will have to be conducted in a semester for 20 marks each and the same is to be scaled down to 20 marks.

c) In case of 50 percentage of CIE weightage courses, faculty members can choose assessments methods accordingly for the required marks as mentioned above.

7. Suggestive Template for IAT

Internal Assessment Test Bachelor (BBA) in Logistics

Course Code: Name of the Course

Duration: 1 Hour

Total Marks: 20

SECTION-A

Answer any two of the following questions. (Questions are asked on remembering ability) (2 x 2= 4)

- 1.
- 2.
- 3.

SECTION- B

Answer any two of the following questions. (Questions are asked on understanding and Application) (2 x4= 8)

- 4.
- 5.
- 6.

SECTION- C

Answer any one of the following questions. (Questions are asked for analyzing and evaluating) (1x 8=8)

- 7.
- 8.

Note: Internal Test question papers format is prepared based on Revised Bloom's Taxonomy.
(https://www.apu.edu/live_data/files/333/blooms_taxonomy_action_verbs.pdf)

8. Semester End Examination (SEE):

The Semester End Examination for all the courses for which students who get registered during the semester shall be conducted. SEE of the course shall be conducted after fulfilling the minimum attendance requirement as per the Universities/Institutes' norms.

Suggestive Template for SEE

Semester End Examination
Bachelor of Business Administration (BBA) in Logistics
Course Code: Name of the Course

Duration: 3 Hours

Total Marks: 60

SECTION-A

Answer any five of the following questions. Each question carries 2 marks (5 x 2= 10)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

SECTION- B

Answer any four of the following questions. Each question carries 5 marks (4 x5=20)

- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

SECTION- C

Answer any three of the following questions. Each question carries 10 marks
(3x 10=30)

- 15.
- 16.
- 17.
- 18.
- 19.

BBA FIRST SEMESTER

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBAL 1.1 Name of the Course: Fundamentals of Logistics		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,		
Course Outcomes: On successful completion of the course, the Students will demonstrate • The ability to understand concepts of logistics and fundamentals of logistics. • The ability to explain the process of logistics management. • The ability to use technology and information for effective management of logistics. • The ability to explain the significance of Global Supply Chain. • The ability to understand the allied activities of logistics.		
Syllabus:		Hours
Module No. 1: INTRODUCTION TO LOGISTICS		10
History of Logistics Need for logistics- Cost and Productivity, cost saving & Productivity improvement. Logistics Cost, reduction in logistics cost, benefits of efficient Logistics, Principles of Logistics, Technology & Logistics -Informatics, Logistics optimization. Listing of Sub-sectors of Logistics		
Module No. 2: LOGISTICS AND CUSTOMER SERVICE		10
Definition of Customer Service Elements of Customer Service- Phases in Customer Service-Customer Retention - Procurement and Outsourcing - Definition of Procurement/Outsourcing - Benefits of Logistics Outsourcing - Critical Issues in Logistics Outsourcing		
Module No. 3: GLOBAL LOGISTICS		12
Global Supply Chain - Organizing for Global Logistics-Strategic Issues in Global Logistics - Forces driving Globalization - Modes of Transportation in Global Logistics Barriers to Global Logistics - Markets and Competition - Financial Issues in Logistics Performance - Integrated Logistics - Need for Integration - Activity Centers in Integrated Logistics. Role of 3PL&4PL.		
Module No. 4: ALLIED ACTIVITIES OF LOGISITICS - I		12
a) Warehousing: Warehouse-Meaning, Types of Warehouses, and Benefits of Warehousing. b) Transportation- Meaning; Types of Transportations, efficient transportation system and Benefits of efficient transportation systems. c) Courier/Express - Courier/Express-Meaning, Categorization of Shipments, Courier Guidelines, Pricing in Courier - Express Sector for international and domestic shipping. d) E-Commerce - Meaning, Brief on Fulfillment Centers, Reverse logistics in e-commerce sector, Marketing in e-commerce and future trends in e-commerce.		
Module No. 5: ALLIED ACTIVITIES OF LOGISITICS - II		12
a) EXIM: Brief on EXIM/FF & CC, Multi-modal transportation, brief on customs clearance, bulk load handling and brief on trans-shipment. b) Supply chain. c) Cold chain. d) Liquid Logistics. e) Rail Logistics.		

Skill Developments Activities:

1. Two cases on the above syllabus should be analyzed by the teacher in the classroom and the same needs to be recorded by the student in the Skill Development Book.
2. Draft different activities involved in logistics management.
3. Draft Logistics Control charts.

Text Books:

1. Course Material Prepared by LSC
2. Fundamentals of Logistics Management (The Irwin/Mcgraw-Hill Series in Marketing), Douglas Lambert, James R Stock, Lisa M. Ellram, McGraw-hill/Irwin, First Edition, 1998.
3. Vinod V. Sople (2009) Logistic Management (2nd Edn.) Pearson Limited.
4. Logistics Management for International Business: Text and Cases, Sudalaimuthu & Anthony Raj, PHI Learning, First Edition, 2009.
5. Fundamentals of Logistics Management, David Grant, Douglas M. Lambert, James R. Stock, Lisa M. Ellram, McGraw Hill Higher Education, 1997.
6. Logistics Management, Ismail Reji, Excel Book, First Edition, 2008.

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBAL 1.2 Name of the Course: Materials Management		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs
Pedagogy: Classrooms lecture, tutorials, and problem solving.		
Course Outcomes: On successful completion of the course, the Students will demonstrate • Understand the framework of materials management. • The Ability to manage materials requirement in organizations. • The Ability to develop vendor relations. • The Ability to prepare materials requirements plans. • Construct cost reduction technique for inventory control.		
Syllabus:		Hours
Module No. 1: INTRODUCTION TO MATERIALS MANAGEMENT		08
Introduction: Materials Management - Evolution, Importance, Scope and Objectives- Interface with other functions. Concept of Logistics and Supply Chain Management and evolution to 4PL-Supply Chain Management - Objectives, Components, Significance, Trade off Customer Service & Cost.		
Module No. 2: MATERIALS PURCHASING		12
Purchasing: Purchasing in Materials management- system concept- purchasing and procurement activities under Materials management- Value Analysis and value Engineering- Purchasing and quality Assurance- Purchase Cycle – Negotiation & Bargaining – Vendor relations - Purchasing Methods - Global Sourcing-Stores – Functions, Importance, Organization of stores & Stores layout.Stores procedure – documentation		
Module No. 3: INVENTORY MANAGEMENT		14
Inventory - Need of Inventory -Types of Inventory - Basic EOQ Model - EOQ with discounts - Classification of material - ABC Analysis -VED, HML, FSN, GOLF, SOS (Numerical expected on Basic EOQ, EOQ with discounts & ABC)		
Material Requirement Planning (MRP) - Advantages over conventional planning (Order Point Method) – Input and output of MRP system - Forecasting – Overview of quantitative and qualitative methods of forecasting - Master Production Schedule - Bill of Materials – BOM Explosion - Materialflow in MRP.		
MRP II. Concept of ERP. (Numerical likely on BOM Explosion, estimating Net requirements)		
Module No. 4: QUALITY CONTROL		10
Quality control of material: Incoming material quality control- statistical quality control- governmental purchasing practices and procedures-Inventory control & Cost Reduction techniques:Inventory turns ratios-Standardization – need and importance. Codification – concept, benefits. Value Engineering and Value Analysis – concept and process.		
Module No. 5: MATERIALS HANDLING		12
Materials handling and storage systems, Physical distribution logistics- transportation, Traffic and claims management- operations research and related techniques- Principles of Materials Handlingsystem - Materials Handling Equipment – Safety issues.		

Skill Developments Activities:

1. Work out the material requirement decisions.
2. Prepare a materials requirement plan.
3. Analyse the quantitative and qualitative methods of forecasting.
4. Prepare a list of Materials Handling Equipments and discuss safety issues.

Text Books:

1. Course Material Prepared by LSC
2. Materials management: procedures, text and cases - A.K. Datta
3. Materials management: An integrated approach - P. Gopalakrishnan
4. Introduction to Materials management - J.R. Tony Arnold & Stephen N. Chapman
5. Purchasing and Materials Management - K S Menon
6. Handbook of Materials Management - Gopalakrishnan
7. Materials & Logistics Management - L.C. Jhamb

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBAL 1.3 Name of the Course: Warehousing and Distribution Centre Operations		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,		
Course Outcomes: On successful completion of the course, the Students will demonstrate • Understand the concepts and functions of Warehouse and Distribution Centre. • Analyse the distribution environment impacting the business. • Segment the goods and understand the goods handling methods. • Describe the Warehouse Activities. • Understand warehouse safety and 5 S concept of house keeping.		
Syllabus:		Hours
Module No. 1: INTRODUCTION TO WAREHOUSING		10
Introduction to Warehouse (Storage and Packaging) Background – Need for Warehouse – Importance of warehouse - Types of Warehouses - Broad functions in a warehouse - warehouse layouts and layout related to functions. Associate warehouse -Its functions - equipment available in associate ware house - Video on warehouse – Visits to ware houses - Warehouse Organization Structure - Benefits of Warehousing.		
Module No. 2: GOODS HANDLING IN WAREHOUSES		10
Receiving and Dispatch of Goods in warehouse Various stages involved in receiving goods – Stagesinvolved receipt of goods- Advanced shipment notice (ASN) or invoice items list- Procedure for Arranging of goods on dock for counting and Visual inspection of goods unloaded- Formats for recording of goods unloaded from carriers- Generation of goods receipt note using computer- Put away of Goods- Put away list and its need-Put away of goods into storage locations - storage location codes and its application- Process of put away activity- Procedure to Prepare Warehouse dispatches		
Module No. 3: WAREHOUSE ACTIVITIES		10
Warehouse Activities: Explain receiving, sorting, loading, unloading, Picking Packing and dispatch activities and their importance in a warehouse - quality parameters - Quality check-need for qualitycheck-importance of quality check. Procedure to develop Packing list / Dispatch note-Cross dockingmethod - Situations suited for application of cross docking -Information required for coordinating cross docking- Importance of proper packing-Packing materials -Packing machines -Reading labels		
Module No. 4: WAREHOUSE MANAGEMENT		16
Warehouse Management: Warehouse Utilization Management - Study on emerging trends in warehousing sector - DG handling -use of Material Handling Equipment's in a warehouse - Inventory Management of a warehouse - Inbound & Outbound operations of a warehouse and handling of Inbound & Outbound operations. Distribution – Definition – Need for physical distribution – functions of distribution – marketing forces affecting distribution. The distribution concept – systemperspective. Channels of distribution: role of marketing channels – channel functions – channel structure –designing distribution channel – choice of distribution channels.		
Module No. 5: WAREHOUSE SAFETY		10
Warehouse Safety Rules and Procedures: The safety rules and Procedures to be observed in a Warehouse - Hazardous cargo – Procedure for Identification of Hazardous Cargo - safety data sheet- Instructions to handle hazardous cargo - Familiarization with the industry. Health, Safety & Environment - safety Equipments and their uses - 5S Concept on shop floor. Personal protective Equipments (PPE) and their uses.		

Skill Developments Activities:

1. Two cases on the above syllabus should be analyzed and recorded in the skill development register.
2. Design a warehouse layout of your choice
3. Develop a list of common Inbound & Outbound operations.
4. Prepare a list of safety Equipments and their uses.

Text Books:

1. Course Material Prepared by LSC
2. J P Saxena, Warehouse Management and Inventory Control- Vikas Publication House Pvt Ltd, First Edition, 2003.
3. Warehouse Management: Automation and Organisation of Warehouse and Order Picking Systems [With CDROM], Michael Ten Hompe, Thorsten Schmidt, Springer-verlag, First Edition, 2006.
4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982.
5. Kapoor Satish K., and Kansal Purva, 'Basics of Distribution Management: A Logistical Approach', Prentice HALL of India

Note: Latest edition of text books may be used.

BBAL 1.4 – Digital Fluency (SEC)			
Course Credits	02	Total Contact Hours	30
Internal Assessment Marks : 20		Semester End Examination Marks : 30	

Common Syllabus for all UG Programmes

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBAL 1.5 (OEC) Name of the Course: Business Organization		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs	45 Hrs
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,		
Course Outcomes: On successful completion of the course, the Students will demonstrate: • An understanding of the nature, objectives and social responsibilities of business • An ability to describe the different forms of organisations • An understanding of the basic concepts of management • An understanding of functions of management. • An understanding of different types of business combinations		
Syllabus:		Hours
Module No. 1: INTRODUCTION TO BUSINESS		10
Business: Meaning, Nature, Scope and Social responsibility of Business, Objectives, Essentials of successful business; Functional areas of business. Concept of Business Organisation.		
Module No. 2: FORMS OF BUSINESS ORGANIZATION:		12
Sole proprietorship: Definitions, Features, Merits and Demerits. Partnership: Definitions, partnership deed, Features, Merits and Demerits. Joint Stock Company: Definitions, Features, Merits and Demerits. Co- operatives: Definitions, Features, Merits and Demerits.		
Module No. 3: PUBLIC ENTERPRISES		08
Departmental Undertaking: Definitions, Features, Merits and Demerits. Public Corporations: Definitions, Features, Merits and Demerits. Government Companies: Definitions, Features, Merits and Demerits		
Module No. 4: BUSINESS COMBINATIONS		08
Meaning Definitions, Causes, Types, Forms, merits and demerits of Business Combinations, Recent Trends in Business Combinations.		
Module No 5: MANAGEMENT OF ORGANIZATIONS		07
Management- Meaning, Definitions, Difference between Management and Administration, Levels of Management, Objectives of Management, Functions of management- planning, organizing, staffing, directing, coordinating, controlling, Principles of Management.		
Skill Developments Activities: 1. Preparation of partnership deed 2. Draw a business tree 3. Make a list of 10 PSUs 4. Prepare a list of different types of business combinations		

Text Books:

1. C B. Guptha - Business Organisation and Management, Sultan Chand & Sons.
2. Dr. S. C. Saxena - Business Administration & Management, Sahitya Bhawan.
3. Y K. Bhushan. Fundamentals of Business Organisation and Management, Sultan Chand & Sons.
4. R K. Sharma, Business – Organisations and Management, Kalyani Publishers.
5. I.M. Sahai, Padmakar Asthana - Business Organisation & Administration, Sahitya Bhawan Publications, Agra

Note: Latest edition of text books may be used.

BBAL 1.6 – Physical Education- Yoga/Health and Wellness (SEC-VB)	
Course Credits	02
Total Contact Hours	30
Internal Assessment Marks : 25+25	Semester End Examination Marks : Nil

Common Syllabus for all UG Programmes

BBA SECOND SEMESTER

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBAL 2.1 Name of the Course: Cost and Management Accounting		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs
Pedagogy: Classrooms lecture, tutorials, and Problem Solving.		
Course Outcomes: On successful completion of the course, the Students will demonstrate • The ability to prepare cost accounts. • The ability to decide cost per unit/process • The ability to do Break even analysis to understand the position of the company • The ability to prepare Budget and apply Budgetary control techniques • The ability to Analyse and Interpret the Financial Statements.		
Syllabus:		Hours
Module No. 1: INTRODUCTION TO COST AND MANAGEMENT ACCOUNTING		10
Cost Accounting - Concept of Cost Centers - Cost Units - Classification of Cost – Overheads- Simple Cost Sheet – historical and estimated cost sheets. - Tenders and quotations - Contract costing- Activity based costing (ABC). Management Accounting: Meaning and Definition - Nature and Scope - Objectives of Management Accounting - Importance and Limitations - Management Accounting v/s Cost Accounting.		
Module No. 2: MARGINAL COSTING		10
Marginal Costing and Break even analysis: Marginal Costing and Cost-Volume-Profit (CVP) analysis: meaning, concept - assumptions and practical applications of Break-even analysis – decisions regarding sales mix - make or buy - limiting factor - export decision - plant merger - shut down of a product line- Du Pont Analysis.		
Module No. 3: BUDGETARY CONTROL		10
Budgeting and Budgetary control: Budget and Budgetary Control: Meaning, - establishing a system of Budgetary Control - Preparation of Sales - Production - Cash Budget - Fixed and Flexible budgets, Master budget - Zero based budgeting (ZBB)-Performance budgeting		
Module No. 4: FINANCIAL STATEMENTS ANALYSIS		12
Analysis of Financial Statements: Analysis and Interpretation of Financial Statements: Objects-importance-Types of financial analysis - Comparative statements - Common size statements, Ratio analysis - Preparation of Balance sheet using ratios Fund flow analysis: Fund flow statement-Preparation-Cash flow statement-cash flow analysis - Analysis of income statements of ports/shipping companies.		
Module No. 5: STANDARD COSTING AND VARIANCE ANALYSIS		10

Standard Costing and Variance Analysis: Meaning of Standard Cost- Relevance of Standard Cost for Variance Analysis – Significance of Variance Analysis – Computation of Standard Costs for Materials, Labour and Overhead Variances - Comparison between Budgeting and Standard Costing – Variance reporting- Responsibility Accounting – Meaning and Objects – types of Responsibility Centers- Management Reporting.

Skill Developments Activities:

1. Collect financial statement of a company for five years and analyse the same using ratios.
2. Problems and solution on practical applications of Break-even analysis.
3. Draft a cost sheet so as to estimate and decide the actual cost per unit or per process.
4. Preparation of different budgets.

Text Books:

1. Maheshwari, S. N., (2013) Cost and Management Accounting. 14th Edition
2. Jain, S. P. & Narang, K. L. (2014) Cost and Management Accounting. 14th Edition, Kalyani Publishers: New Delhi.
3. Tulsian, P.C. (2000) Practical Costing. Vikas Publications: New Delhi.
4. Saxena, V.L. & Vashisht (2014) Advanced Cost & Management Accounting- Problems & Solutions. Prentice Hall of India.
5. Maheshwari, S. N. (2014) Principles of Management Accounting. Sultan Chand & Sons.
6. Murthy & Gurusamy (2009) Management Accounting. Tata Mcgraw Hill: New Delhi.
7. Reddy T. S & Hari Prasad Reddy (2014) Cost & Management Accounting. Margham Publications.

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBAL 2.2 Name of the Course: Forecasting and Inventory Management		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs
Pedagogy: Classroom's lecture, tutorials, Group discussion, Seminar, Case studies & field work etc.,		
Course Outcomes: On successful completion of the course, the students will be able to demonstrate • Ability to forecast the requirement of inventories. • Ability to plan sales and operations of a business • Ability to describe and classify inventories. • Ability to explain the techniques of inventory classifications. • Ability to demonstrate production policy and inventory levels.		
Syllabus:		Hours
Module No. 1: DEMAND FORECASTING		10
Forecasting: meaning – need for forecasts – types of forecasts – time frame -Demand Forecasting-Types of Demand Forecasting-Survey methods and statistical methods-importance of demand forecasting- Demand planning v/s forecasting-Sources of demand-Supply chain dynamics-Key roles and responsibilities		
Module No. 2: SALES AND OPERATIONS PLANNING		12
Sales and Operations Planning- S&OP goals and objectives--S&OP best practices-S&OP meeting activity-Collaborative Planning-Types of collaboration-Collaborative Forecasting-Collaborative planning, forecasting and replenishment-Ingredients of successful CPFR- Regression analysis and cyclic decomposition techniques. Short-term forecasting techniques- Technology Forecasting – Methodologies: - Trend Analysis, Analogy, Delphi, Soft System Methodology, Mathematical Models,Simulation, System Dynamic-Role of Technology Information Forecasting and Assessment Council (TIFAC).		
Module No. 3: INVENTORY CLASSIFICATION		12
Purpose of Inventory-Goods-Types of Goods-Finished Goods Inventories-General Management of Inventory, Stocks Types of Stocks, Tracking the Paper Life-Work-in-Process Inventories- Finished Goods & Spare Parts Inventories-Multi-Echelon Inventory Systems-Spare Parts Inventories-Use of Computers in Inventory Management Evaluation of Performance of Materials Function-Criteria and methodology of evaluation-Forecasting model run - Ongoing improvement		
Module No. 4: COST AND CONSEQUENCES		12

Codification – Classification – Methodology–Requirement of codes – Coding Structure and Design
 –Advantages - International Codification – Cost and Consequences – Right Quantity – Economic Ordering
 Quantity – Derivations of EOQ-Costs associated with Inventories- Du Pont model- Turnover & Modeling in
 logistics

Module No. 5: PRODUCTION POLICY AND INVENTORY LEVELS

10

Influence of production policy on inventory levels – inventories and customer service level – steps to improve
 inventory management – optimum inventory to improve profit performance – inventory management under condition
 for substantial EOQ) – inventory management uncertainty (fixed order quantity model) - Calculation of safety stocks
 - Importance of role of inventory- Inventory Management Systems - execution -Ratio Analysis on Inventory, Profit
 Margin.

Skill Developments Activities:

1. Identify, design, and implement the appropriate inventory replenishment policy for each segment
2. Choose any MNC and present your observations on inventory management.
3. Develop material forecasting techniques.
4. Carry out calculation of safety stocks
5. Demonstrate the various forecasting techniques.

Textbooks:

1. Course Material Prepared by LSC
2. Sunil Chopra and Peter Meindl, Supply Chain Management Pearson Education Asia, 3rd edition, 2007
3. Operations Research – Concepts, Problems & Solutions- Kapoor V.K.-Sultan Chand & Sons/2017-
978-81-8054-854-3 (TC-532)
4. Vijay Kumar Khurana, 2007, Management of Technology and Innovation, Ane books India, Chennai Further
ReadingSource
5. Simchi-Levi, David, “Designing and Managing Supply Chain”, Tata McGraw Hill, 3rd Edition, 2007.
6. David E Mulcahy, “Warehouse Distribution and Operations Handbook, McGraw Hill,6thEdition, 1993.

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBAL 2.3 Name of the Course: Freight Forwarding (Ocean & Air Cargo)		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies.		
Course Outcomes: On successful completion Student will demonstrate 1. An Understanding of components of Freight Forwarding. 2. Ability to analyse the Multimodal transportation and documents required. 3. Ability to demonstrate Operation Procedures of Freight Forwarding. 4. Ability to explain the impact of fiscal policy and monetary policy on business. 5. Ability to analyse the impact of economic environmental factors on business.		
Syllabus:		Hours
Module No. 1: INTRODUCTION TO FREIGHT FORWARDING		12
Introduction to EXIM, Freight forwarding and custom clearance – types of custom clearances – Importance of custom clearance – certificate of origin, ICEGATE and insurance – custom Act – Regulations pertaining to custom clearance – different modes of freight forwarding – domestic and international freight forwarding networks – process of freight forwarding.		
Module No. 2: SHIPMENT PROCEDURES		12
Multimodal transportation - Vendor management - bulk load handling - brief on transshipment - DG handling - customer acquisition and management - Customs clearance procedure - Documents and its importance - Stages of Documentations process and procedures - Documentation types and filing processes - Details of documents as per the format approved by the Customs - The requirement of documents for pre-shipment and requirement of documents for Import - DO's and DON'T's while handling different documents during Custom Clearance		
Module No. 3: OPERATION PROCEDURES		10
Operation Procedures of Freight Forwarding - The procedures for Pre-Operating Checks and Operational checks to be performed for every shipment /consignment - List of basic handling of errors and the Operational errors that occur in common - Procedure for checking of shipping bill, Airway bill based on invoice and packing list received from department for Freight Forwarding. Regulations (EXIM/IATA/Countries)/COM based on permutations and combinations of weight v/s volume.		
Module No. 4: CARGO HANDLING		10
Cargo handling, INCO terms and terminologies used in Cargoes - Different Types of Cargoes for transportation. Full Export and Import value of the cargo – Importer and exporter Code (IEC), The registered PAN based Business Identification Number received from the Directorate General of Foreign Trade - Different type of Cargo, Their quantity and value - Packaging requirement for the cargo during shipment from the shipper - Inspection procedure for the cargo while unloading - DO's and DON'T's while handling different cargo - Basic Regulation pertaining to Cargo movement by Air, Sea, and Land. Climatic conditions of different routes in different seasons.		
Module No. 5: DOCUMENTATION IN FREIGHT FORWARDING		12
Documentation of Freight Forwarding process as per customer timelines and requirements - Carting, unloading, Stacking, Loading; and Stuffing - Procedure for dealing with loss or damage to goods - Different P.G.A and their roles. Technical knowledge on Containers; Pallets; Palletization; Fumigation - The general reporting processes and time frames - Different airline / shipping line available for different routes - Letters of Credit and payment Terms. Etc. - Movement policy - Details of the transport available in Different routes - Organization fees, charges structure and Organizational procedures - computer and its application in internal systems of documentation.		

Skill Developments Activities:

- a) List out the custom clearances procedures.
- b) Give your observation on how technology helped Freight forwarding.
- c) Draw documentation procedure in Freight Forwarding process.
- d) Identify the basic Regulation pertaining to Cargo movement.

Text Books:

1. Course Material Prepared by LSC
2. J P Saxena, Warehouse Management and Inventory Control- Vikas Publication House Pvt. Ltd, First Edition, 2003.
3. Warehouse Management: Automation and Organisation of Warehouse and Order Picking Systems [With CDROM], Michael Ten Hompe, Thorsten Schmidt, Springer Verlag, First Edition, 2006.
4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower, 1982.
5. Kapoor Satish K., and Kansal Purva, 'Basics of Distribution Management: A Logistical Approach', Prentice HALL of India

Note: Latest edition of text books may be used.

BBAL 2.4 – Environment Studies (AECC)			
Course Credits	03	Total Contact Hours	45
Internal Assessment Marks : 40		Semester End Examination Marks : 60	

Common Syllabus for all UG Programmes

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBAL 2.5 (OEC) Name of the Course: Retail Management		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs	45 Hrs
Pedagogy: Classroom's lecture, tutorials, Group discussion, Seminar, Case studies.		
Course Outcomes: On successful completion Student will demonstrate ; a) An understanding of the types and forms of Retail business. b) Ability to examine Consumer Behaviour in various environments. c) Ability to analyse various Retail operations and evaluate them. d) Ability to analyse various marketing mix elements in retail operations. e) An understanding of Information Technology in retail business.		
Syllabus:		Hours
Module No. 1: INTRODUCTION TO RETAIL BUSINESS		08
Definition – functions of retailing - types of retailing – forms of retail business ownership. Retail theories – Wheel of Retailing – Retail life cycle. Retail business in India: Influencing factors – present Indian retail scenario.		
Module No. 2: CONSUMER BEHAVIOUR IN RETAIL BUSINESS		08
Buying decision process and its implication on retailing – Influence of group and individual factors, Customer shopping behaviour, Customer service and customer satisfaction.		
Module No. 3: RETAIL OPERATIONS		08
Factors influencing location of Store - Market area analysis – Trade area analysis – Rating Plan method - Site evaluation. Retail Operations: Stores Layout and visual merchandising, Stores designing, Space planning, Inventory management, Merchandise Management, Category Management.		
Module No. 4: RETAIL MARKETING MIX		14
Introduction -Product: Decisions related to selection of goods (Merchandise Management revisited) – Decisions related to delivery of service. Pricing: Influencing factors – approaches to pricing – price sensitivity - Value pricing – Markdown pricing. Place: Supply channel – SCM principles – Retail logistics – computerized replenishment system – corporate replenishment policies. Promotion: Setting objectives – communication effects - promotional mix.		
Module No. 5: INFORMATION TECHNOLOGY IN RETAILING		07
Non store retailing (e-retailing) - The impact of Information Technology in retailing - Integrated systems and networking – EDI – Bar coding – Electronic article surveillance – Electronic shelf labels – Customer database management system.		
Skill Developments Activities: 1. Draw a retail life cycle chart and list the stages 2. Draw a chart showing a store operations 3. List out the major functions of a store manager diagrammatically 4. List out the current trends in e-retailing 5. List out the Factors Influencing in the location of a New Retail outlet		
Text Books:		

1. Suja Nair; Retail Management, HPH
2. Karthic – Retail Management, HPH
3. S.K. Poddar & others – Retail Management, VBH.
4. R.S Tiwari ; Retail Management, HPH

Note: Latest edition of text books may be used.

BBAL 2.6 – Physical Education-Sports/ NCC/NSS/R&R(S&G) /Cultural (SEC-VB)	
Course Credits	02
Total Contact Hours	30
Internal Assessment Marks : 25+25	Semester End Examination Marks : Nil

Common Syllabus for all UG Programmes

BBA THIRD SEMESTER

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBAL 3.1 Name of the Course: Surface Transportation		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies.		
Course Outcomes: On successful completion Student will demonstrate 1. An Understanding of components of Surface Transportation. 2. Ability to analyse the significance of Surface Transportation. 3. Ability to demonstrate operation procedures of Surface Transportation. 4. Ability to explain the use of Surface Transportation. 5. Ability to analyse the elements of Surface Transportation. 6. Develop competencies and knowledge of students to become transportation professionals. 7. Clear orientation in the field of Logistics.		
Syllabus:		Hours
Module No. 1: INTRODUCTION TO SURFACE TRANSPORTATION		12
Introduction to surface transportation - Need for transportations - Role of transportations in logistics - Importance of transportations - Types of transportations metrics - functions of transportations - inter modal transport -various land transport carriers and their Load capacities - pricing and availability - verification of carriers and drivers - transit rules - traffic rules inside warehouse premises - Docking procedure and safety steps. Procedure to Confirm vehicle for loading of goods.		
Module No. 2: TRACKING OF TRANSPORT		10
Transportation Optimisation - Documentation for transportation – GST – E Waybill Filing - Transportation Telematics - Vehicle tracking system - Communication with vehicle driver or transport company -Probable reasons for delay or any issues during transit -Solutions for corrective actions (such as talking to local authorities or break down service assistance) - Road signs, List good practices in driving.		
Module No. 3: TYPES OF TRUCKS AND LOAD CAPACITY		12
Types of Trucks and Load capacity/Organisation structure in a Transport organization/ Incident management systems & Processes - Explain types of temperature-controlled carriers - Discus hazmat goods rules -Importance of safety data sheet and labels - Procedure for Consolidation of consignments for optimal loads, to verify count of material - Reporting discrepancies such as pilferages, loss or damage of goods in transit - Checking insurance and claims - steps to close deliveries and Coordinate with loading / unloading supervisor		
Module No. 4:BENEFITS OF EFFICIENT TRANSPORTATION SYSTEMS		12
Benefits of efficient transportation systems/Study on emerging trend in transportation sector/ pricing in transportation sector/Govt. regulations on transportation in India. Safety procedures during transit and emergency response steps - keeping track of news on traffic and communicate with drivers to identify delays and suggest re-routing -Explain tracking systems-Importance of consignment number - GPS systems and tracking devices - Procedure for downloading and reading tracking data from devices		
Module No. 5: CUSTOMER MANAGEMENT		10
Customer Management/ Vendor coordination for return truck loads/DG Handling – features and facilities offered by railways factors influencing growth in rail logistics – suitability for different cargo		
Skill Developments Activities:		

Text Books:

1. Course Material Prepared by LSC.
2. JP Saxena, Warehouse Management and Inventory Control-Vikas Publication House Pvt Ltd,
3. Warehouse Management: Automation and Organisation of Warehouse and Order Picking Systems [With CD ROM], Michael Ten Hompel, Thorsten Schmidt, Springer – verlag.
4. Management Guide to Efficient Money Saving Warehousing, Stephen Frey, Gower.
5. Kapoor Satish K., and Kansal Purva, 'Basics of Distribution Management : A Logistical Approach, Prentice HALL of India

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBAL 3.2 Name of the Course: Supply Chain Management		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies.		
Course Outcomes: On successful completion Student will demonstrate 1. An Understanding of the basic concepts of supply chain management. 2. Ability to analyse the supply of raw materials and delivery of finished goods. 3. Ability to demonstrate operation procedures of supply chain management. 4. Ability to explain Supply chain Integration. 5. Ability to learn the re-engineering of existing logistics networks.		
Syllabus:		Hours
Module No. 1: SUPPLY CHAIN MANAGEMENT		10
Definition – Objectives – Evolution – Importance Issues involved in developing SCM Framework-Types. SCM activities - Constituents - Organisation		
Module No. 2: SUPPLY CHAIN INTEGRATION		12
Stages-Barriers to internal integration-Achieving Excellence in SCM Dimensions of Supply Chain Excellence-Forces influencing SCE Emotions, Physical and Financial Supply Chains-Check list for Excellence.		
Module No. 3: PURCHASING AND SUPPLY MANAGEMENT		12
Introduction-importance, Objectives. Purchasing process; purchasing & other functions-Purchasing and integrated logistics interfaces-Types of purchases-Purchasing partnerships-Materials sourcing-JIT purchasing.		
Module No. 4: OUTSOURCING IN SCM		12
Meaning -Need-Outsourcing risks-outsourcing process -outsourcing in SCM, New opportunities in SCM outsourcing-Myths of SCM outsourcing.		
Module No. 5: PERFORMANCE MEASUREMENT IN SCM		10
Meaning-Advantages of performance measures-The benefits of performance measurement-Measuring SCM: Supplier performance measurement-Parameters for selecting suppliers.		
Skill Developments Activities:		
Text Books:		
1. Course Material Prepared by LSC 2. Logistics and Supply chain management – Mart in Christopher		

3. Satish C. Ailawadi & Rakesh Singh: Logistics Management, Prentice-Hall of India Pvt Ltd., New Delhi.
4. Donald Waters: Logistics. Palgrave Macmillan, New York.
5. Krishnaveni Muthiah: Logistics Management & World Sea borne Trade, Himalaya Publishing House, Mumbai.
6. Sarika Kulkarni : Supply Chain Management, Tata Mc. Graw Hill Publishing Co Ltd., New Delhi.
7. Chopra Sunil and Peter Meindl: Supply Chain Management: Strategy, planning and operation, Prentice Hall, Englewood cliffs, New Jersey.

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBAL 3.3 Name of the Course: Principles of Management		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies.		
Course Outcomes: On successful completion Student will demonstrate 1. An Understanding of management theory from functional perspectives. 2. Ability to develop the basic managerial skills. 3. Ability to demonstrate planning, organizing, leading & controlling. 4. Ability to develop skills necessary for effective work team performance. 5. Ability to accept the challenges and opportunities in management.		
Syllabus:		Hours
Module No. 1: MANAGEMENT CONCEPTS		12
Management: Meaning – Process - Science or Art - a Profession - Administration v/s Management – Significance - Functions of Management - Levels of Management - Managerial Skills - Roles of Managers. Classical Theory - Scientific Management - Administrative Management - Bureaucracy Modern Theory - System approach - Contingency Theory - Z quality management, Behavioural Theory - Hawthorne Studies - Maslow's need theory - Theory X, Y and Z.		
Module No. 2: PLANNING		10
Definition – Need – Benefits – Steps - Nature and Importance – Objectives Concepts of Management by Objective – Steps - Difficulties in MBO.		
Module No. 3: ORGANISING		12
Nature – Purpose – Steps - Types of Organization: Formal & Informal – Power - Authority and Responsibility. Centralisation v/s Decentralisation - Span of control – Departmentalization - Project organization - matrix organization.		
Module No. 4: STAFFING AND DIRECTING		12
Nature – Significance - Recruitment & Selection Meaning - Training and Placement – Meaning - Difference between Recruitment and Selection Difference between Training and development. Directing - Meaning – Definition - Key elements.		
Module No. 5: MANAGERIAL CONTROL		10
Definition, Characteristics - Significance – Limitations – Process - Requirement of an effective control system - Feedback mechanisms resistance to control - Overcoming resistance to control.		
Skill Developments Activities: 1. Collect the photograph and Bio-data of any three contributors to Management thought. 2. Draft organizational chart and discuss the authority relationship. 3. Identify the feedback control system of an organization.		

4. List out your strengths and weaknesses considering you as a manager.
5. Visit any recruitment firm and write down their process of recruitment.

Text Books:

1. T. N Chhabra, Principles of Management
2. Samuel C Certo And S. Trevis Certo, Modern Management
3. L. M Prasad, Principles and Practices of Management
4. Koontz, Essentials of Management.
5. Daft, R. L, Management.
6. Stephen P. Robins and Marry Coulter, Management.

Note: Latest edition of text books may be used.

BBAL 3.4 – Cyber security/financial education &Inv. Awareness(SEC)			
Course Credits	02	Total Contact Hours	30
Internal Assessment Marks : 20		Semester End Examination Marks : 30	

Common Syllabus for all UG Programmes

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBAL 3.5 Name of the Course: Rural Marketing (OEC)		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs.	42 Hrs.
Pedagogy: Classroom lectures, Tutorials, and Case study method.		
Course Outcomes: On successful completion of the course, the Students will demonstrate - Describe the importance and application of various concepts of rural marketing. - Demonstrate the appropriate selection of the segmentation, targeting and positioning strategies along with the environmental factors that influence rural consumers' buying behaviour. - Design a Pricing Strategy that suits the characteristics of rural products and the stage in the product life cycle. - Formulate the appropriate marketing communication and rural distribution channel plans to promote and deliver the rural products. - Appraise the recent trends in rural marketing and the application of digital technology in rural marketing.		
Syllabus:		Hours
Module No. 1: Introduction to Rural Marketing		08
Nature and scope of rural marketing, rural vs urban markets, concepts and classification of rural markets, rural marketing environment, rise of rural consumerism.		
Module No. 2: Rural Consumer Behaviour		06
Consumer buying Behaviour in rural markets, factors affecting consumer behaviour. Market segmentation – Bases for segmenting rural consumer markets.		
Module No. 3: Rural Product and Pricing Strategy		08
Rural product, Rural product classification, Product Life Cycle, Product Life Cycle strategies in rural markets, New Product Development in rural markets, Branding for rural markets. Pricing for rural markets – Factors and strategies.		
Module No. 4: Rural Distribution and Communication Strategy		10
Wholesaling and retailing in the rural market, rural mobile traders, rural distribution models- FMCG companies, durable companies, Service organizations, emerging distribution models.		
Rural communication strategy: challenges in rural Communication, creating promotion mix for rural audiences - advertisement, sales promotion, publicity.		

Module No. 5: Trends in Rural Marketing	10
Digitizing rural India, online marketing reach in the rural market, recent trends in packing, labelling, grading, transporting, order processing, payment methods, storage and warehousing. Corporate Farming -Meaning Only. Include live cases (ITC E-Choupal, TARAhatt, EID Parry's Indiagriline)	
Skill Developments Activities: a) Prepare a Product life cycle for a Rural product b) Select a Rural Product and conduct a Consumer Satisfaction Survey c) Prepare an advertisement copy for a rural product d) Visit an APMC Yard/Mandi's and prepare a report on any one Agri product pricing.	
Text Books: 1. Debarun Chakrabaorty and Soumya Kanti Dhara, et al. (2021), Rural Marketing in India: Texts and Cases, 1st Edition Atlantic Publishers and Distributors Pvt Ltd 2. Acharya SS and Agarwal NL (2019), Agricultural Marketing in India, 6th Edition, Oxford & IBH Publishing Co Pvt Ltd. 3. Dinesh Kumar and Punam Gupta (2019), Rural Marketing), 1st Edition, SAGE Publications India Pvt Ltd. 4. C. G. Krishnamacharyulu (2010), Rural Marketing: Text and Cases, 2nd Edition, Pearson India Education Services Pvt Ltd. 5. T.P.Gopalaswamy (2009) Rural Marketing-Environment, Problems and Strategies,3rd Edition, Vikas Publishing House. Note: Latest edition of text books may be used.	

BBAL 3.6&3.7 – Sports/Physical Education- Yoga (SEC-VB)	
Course Credits	02
Total Contact Hours	30
Internal Assessment Marks : 25+25	Semester End Examination Marks : Nil

Common Syllabus for all UG Programmes

BBA FOURTH SEMESTER

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBAL 4.1 Name of the Course: Introduction to Shipping		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies.		
Course Outcomes: On successful completion Student will demonstrate 1. An Understanding of general concepts shipping 2. Ability to develop practical relevance of ship registration. 3. Ability to demonstrate the documentation aspects in shipping. 4. Ability to develop skills for shipping business. 5. Ability to accept the challenges and opportunities in logistics management.		
Syllabus:		Hours
Module No. 1: SEA TRANSPORTATION		12
The Importance for Sea Transport –Different Shipping markets – Participation of Shipping Trade- The Supply of Ships: Supply of Shipping –Why operate Ships –Protectionism –Ship Registration –Port State Control –Ship Classification-Brief history of Shipping.		
Module No. 2: SHIP REGISTRATION		10
Ship registration Tonnage & Load lines –Description of various tonnage and types of Ships, cargo gears, Crude oil and Croduct tankers. The Dry Cargo Chartering market: Introduction –Chartering – various charter parties and description of charter parties.		
Module No. 3: LINERS AND DOCUMENTATION		10
Liners: Introduction –The Development of Tankers & the Tanker Market –Types of tankers –Tanker Charter Parties -Negotiating Charter, Brief History of Containerisation –Conferences & Freight Tariffs –Liner Documentation: Bill of Lading Terms & Conditions.		
Module No. 4: SHIPPING BUSINESS		12
The Practitioners in Shipping Business –The Institute of Chartered Ship Brokers –Ship Sale and Purchase –Ship Management, Maritime Geography –Introduction –Ocean & Seas –Ports –Geography of trade.		
Module No. 5: SHIPPING LAWS		12
Introduction –Fundamentals of English Law –Arbitration –The Contract –Remedies for breach of Contract –TORT-Contracts Relating to the carriage of goods by sea –Liner Bill of Lading –the Hague visby Rules –Hamburg rules –Agency-Breach of Warranty of Authority –Protection & Indemnity Associations		
Skill Developments Activities: 1. Collect the photograph of different ships. 2. Collect ship registration documents. 3. Prepare a ship voyage plan.		

4. List out the procedure for dealing with Port Agents and Chartering Brokers.
5. Visit any nearby shipping agency and prepare a report.

Text Books:

1. Introduction to Shipping, Institute of Chartered Shipbrokers, Witherby Seamanship International Ltd, Revised edition.
2. Jacob Kamm, Sean Connaughton, Gustaf Erikson, Robert Moran, Sir George Renwick,- Shipping Biography Introduction: 1st Baronet, Llc Book.
3. Introduction to Shipping (2016), Cheong Kwee Thiam (Author), 2nd Edition, Lexis Nexis Emerging Issues Analysis CLE
4. John. W. Dicke. 2014, Reeds 21st Century Ship Management. Bloomsbury Publishing, U.K.
5. Luny.H.V., Lai K.-H., Cheng T.C.E. Cheng. Shipping and Logistics Management.” Springer, U.K.
6. Proshanto K.Mukherjee, Mark Brownrigg , Farthing on International Shipping.4th edition, Springer.

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBAL 4.2 Name of the Course: Logistics Information System		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies.		
Course Outcomes: On successful completion Student will demonstrate 1. An Understanding of general concepts of logistics information 2. Ability to develop practical relevance of distribution channels. 3. Ability to demonstrate global trends in logistics information. 4. Ability to develop skills for information systems application. 5. Ability to accept the challenges and opportunities in logistics management.		
Syllabus:		Hours
Module No. 1: LOGISTICS INFORMATION		12
Logistics Information- concept, Meaning & Need Forms: Logistics Information System -Definition-Information functionality - Activities involved in transaction system-Principles of designing or evaluating LIS applications.		
Module No. 2: LIS Architecture		10
LIS Architecture: Components: Two forms of activities; Planning & co-ordination flows & operating flows - Flow and use of integrated logistics information.		
Module No. 3: INFORMATION FORECASTING		10
Information forecasting: Definition-Process- components-characteristics. Information Approaches, forecasting techniques-Forecasting errors.		
Module No. 4: INFORMATION TECHNOLOGY		12
Information Technology & Logistics: Electronic Data Interchange-Personal Computers-Artificial Intelligence-Expert System- Bar coding & scanning. Electronic Data Interchange standards of Communication, Information, Future directions.		
Module No. 5: IT AND SCM		12
Information Technology for supply chain management: Bull whip effect-IT in supply chain-Business Process Reengineering-ERP and EDI problem; Impact of Internet on SCM.		
Skill Developments Activities: 1. Identify the methods and technologies in logistics 2. List out data processing technologies, soft and hardware. 3. Conduct laboratory studies in the field of logistics information technologies and systems 4. Ask to write a report on Major LIS and subsystems, architecture and functioning principles. 5. Visit any warehouse and write down the application of information sysytem.		
Text Books:		

1. Logistics Information Systems. Edited by Egils Ginters. Riga, 2002. Part 1, 380p. Part 2, 302p.
2. Sadek, Adel W., Chowdhury, Mashrur A. Fundamentals of Intelligent Transportation Systems Planning. Artech House.
3. Tilanus, B. Information Systems in Logistics and Transportation. Pergamon.
4. David J. Bloomberg, Stephen LeMay: Logistics, Prentice-Hall of India Pvt Ltd., Joe B. Hanna New Delhi.
5. Krishnaveni Muthiah: Logistics Management & World Sea borne Trade, Himalaya Publishing House, Mumbai.

Note: Latest edition of text books may be used.

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBAL 4.3 Name of the Course: Fundamentals of Operations Research		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs	56 Hrs
Pedagogy: Classrooms lecture, tutorials, Group discussion, Seminar, Case studies.		
Course Outcomes: On successful completion Student will demonstrate 1. An Understanding of fundamental concepts of operation research. 2. Ability to develop practical relevance of operation research. 3. Ability to demonstrate various business networking problems. 4. Ability to develop skills to achieve the optimizing of cost. 5. Ability to accept the challenges and opportunities in logistics management.		
Syllabus:		Hours
Module No. 1: INTRODUCTION TO OPERATION RESEARCH		12
Concept of OR, Historical Background, Scope , Features, Phases, Types of Operations Research Models, Operations Research Methodology - Operations Research Techniques and Tools- Limitations of Operations Research - Application of Linear Programming Problem – formulation: solution by graphical and simplex method in solving business Practical problems		
Module No. 2: TRANSPORTATION MODEL		10
Transportation concept and model: Initial Basic Feasible solutions – optimum solution for non – degeneracy and degeneracy model –Assignment Model – Travelling Salesmen problem.		
Module No. 3: INDEX NUMBERS		10
Index numbers: concepts, Simple and Weighted Index numbers –Economic and business index numbers published in India.		
Module No. 4: QUEUING THEORY		12
Introduction to Queuing Theory, Operating Characteristics of a Queuing System, Constituents of a Queuing System, Service Facility, Queue Discipline – Practical problems		
Module No. 5: PROJECT MANAGEMENT		12
Project Scheduling and PERT-CPM: Introduction, Difference between PERT and CPM, PERT/CPM Network Components and Precedence Relationship, Project Management – PERT- Practical problems in Networking Methods.		
Skill Developments Activities: 1. Analyse the contributors of operation research to effective management system. 2. Draft the relationship Between Manager and OR Specialist 3. Identify the feedback control system of an organization. 4. List out the tools and techniques of operation research. 5. Visit any organisation and write a report on applications of Operations Research.		
Text Books:		

1. F. S. Hiller and G. J. Lieberman - Introduction to Operation Research, McGraw Hill Education
2. L.R. Potti – Operation Research, Yamuna Publications, Trivandrum.

Note: Latest edition of text books may be used.

BBAL 4.4 – India & Indian Constitution(AECC)			
Course Credits	03	Total Contact Hours	45
Internal Assessment Marks : 40		Semester End Examination Marks : 60	

Common Syllabus for all UG Programmes

BBAL 4.6&4.7 – Physical Education/Sports, NCC/NSS/R&R/Cultural (SEC-VB)			
Course Credits	02	Total Contact Hours	30
Internal Assessment Marks : 25+25		Semester End Examination Marks : Nil	

Common Syllabus for all UG Programmes

Name of the Program: Bachelor of Business Administration (BBA) in
Logistics

Course Code: BBAL 5.1

Name of the Course: Entrepreneurship Development

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs.	56 Hrs.

Pedagogy: Classrooms lecture, Tutorials, and Problem Solving.

Course Outcomes: On successful completion of the course, the Students will able:

1. To understand the significance of Entrepreneurship.
2. To understand the role of entrepreneurs in the economic development of the country
3. To provide the students an opportunity to relate the concepts to real life business and acquire the knowledge to become successful entrepreneur.

Syllabus:	Hours
Module No. 1: INTRODUCTION TO ENTREPRENEURSHIP	6
Entrepreneurship – Definition – Characteristics - Reasons for Growth of Entrepreneurship in a Country - Functions of An Entrepreneur - Types of Entrepreneurs - Entrepreneurship Success and Failure (with reference to India and the World) - Need to Train Entrepreneurs - Phases For Entrepreneurial Development - Role of Entrepreneurs In The Economic Development of a Country.	
Module No. 2: BUSINESS PLAN	10
New Business Idea - Meaning and Applicability - Sources of Business Idea - Business Idea Evaluation – Preference of Location - Geographical and Community Preferences and others - Business Plan - Uses - Kinds - Process of Writing A Business Plan - New Product Development and Business Incubation.	
Module No. 3: STARTING UP OF A BUSINESS	8
Starting up of a Business – Project Identification and formulation – Assessment of feasibility – Legal considerations – Basic Start- up Problems - Challenges of Buying a Business - Process of Buying – Institutional Assistance to an Entrepreneur – Policy Support to an Entrepreneur.	
Module No. 4: FINANCING OF BUSINESS	10
Financing of Business – Characteristics of Business Finance – Sources of Business Finance – Debt – Equity Considerations – Profit Planning and Budgeting (Theoretical Aspects Only).	
Module No. 5: WOMEN EMPOWERMENT	8
Need For Women Empowerment In our Country - Prospects and Problems of Women Entrepreneurs – Solutions - Some Success. Stories of Women Entrepreneurs, Indian Women Entrepreneurs - Self Help Group - Meaning and Usefulness - Rural Entrepreneurship: Meaning	

and Need - Opportunities In Various Sectors – Problems and Prospects.

Skill Development Activities:

- Collect information on the factors that have helped to start an enterprise by any two successful personality
- Prepare the flow chart with the determinants that have helped to establish an organization in your locality.
- Success stories of Entrepreneurs in the region to be discussed

TEXT BOOKS:

1. Entrepreneurship: Rajeev Roy, Oxford University Press
2. Entrepreneurial Development: Vasant Desai

REFERENCE BOOKS:

- 1 Entrepreneurial Development: Bhanucholi
- 2 Entrepreneurship Development: Dr. K. G. C. Nair

Name of the Program: Bachelor of Business Administration (BBA) in
Logistics

Course Code: BBAL 5.2

Name of the Course: Principles of Export Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4 Hrs.	56Hrs.

Pedagogy: Classrooms lecture, Tutorials, and Problem Solving.

Course Outcomes: On successful completion of the course, the Students will able:

1. The objective of this course is to familiarize the students with the essentials of export management
2. to equip them to be independent export entrepreneurs or employed in export houses of the country. The emphasis obviously is the Indian context.

Syllabus:	Hours
Module No. 1: INTRODUCTION	6
Concept of foreign trade – Trade and development: Foreign trade as an engine of growth. Exporting: Meaning and importance to a growing economy – Growth of world trade. Trends in India's export trade since independence: Value, Composition and direction of India's export trade - Direction of India's export trade, India's share in world trade, Reasons for India's poor share in world trade - Export of services. Export promotion measures. Functions of an export manager.	
Module No. 2: STARTING AN EXPORT BUSINESS	10
Steps involved: Organising, Naming the concern, Trade name and Logo – Form of organisation: Proprietorship, Partnership or Joint stock company – Categories of exporters – Location – Letterhead – Business card – Recruitment of personnel – Opening bank account - Getting permanent income tax number – Effective business correspondence – Export decisions: Product/s, Market/ countries/regions - Identifying prospective foreign buyers – Channels of distribution – Negotiating with prospective buyers – Processing an export order – Entering into export contract – Export pricing and contract. Importer – Exporter Code Number (IEC number). Registration with Export Promotion Councils (EPCs) – Sales tax and central excise registration.	
Module No. 3: EXPORT STRATEGY AND EXPORT MARKETING	8
Marketing strategies: Issues involved – Steps in exporting – Export marketing plan: Need, steps involved: setting of marketing objectives, market segmentation, market research, product characteristics, export pricing, distribution channels, promotion and budget and time schedule. Analysing the company's strengths and weaknesses: Assessing the past performance, assessing its competitors, find export opportunities, deciding on exports marketing objectives, and preparing action plans to achieve the objectives.	

Module No. 4: EXPORT FINANCE	10
Export finance needs – Terms of payment: Payment by documentary credit, Advance payment, Cash against documents (CAD), Documents on Acceptance (DA) Consignment bills – Packing credit/ pre- shipment credit and its formalities – Post-shipment finance: Short, medium and long term.	
Module No. 5: INSTITUTIONAL AGENCIES IN INDIA	8
EXIM policy of Government of India - Export–Import Bank of India (EXIM Bank), ECGC – FIEO – Export Promotion Councils and Boards – Directorate General of Commercial Intelligence and Statistics, Kolkata - RBI and export financing.	

TEXT BOOKS:

1. T. A. S. Balagopal: Export Management, Himalaya Publishing House
2. D. C. Kapoor: Export Management, Vikas Publishing House Pvt Ltd

REFERENCES:

1. Dominick Salvatore: International Economics, John Wiley & Sons.
2. Todaro, Michael P and Smith Stephen C: Economic Development, Pearson Education Asia.

Websites: www.eximbankindia.in; www.ecgcindia.in; www.fieo.org; www.dgciskol.nic.in;

www.rbi.org.in

Name of the Program: Bachelor of Business Administration (BBA) in
Logistics

Course Code: BBAL 5.3

Name of the Course: Air Cargo Logistic Management

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4Credits	4 Hrs.	56 Hrs.

Pedagogy: Classrooms lecture, Tutorials, and Problem Solving.

Course Outcomes: On successful completion of the course, the Students will able:

- To understand the global cargo world to avoid strategic and tactical errors
- To reduce your operating costs and maintain optimum levels of customer service
- To capitalize on the changes within the cargo industry by researching and planning effectively
- To understand shippers' changing needs and how to adjust your business for immediate results
- To improve your competitive performance by acquiring exceptional management tools

Syllabus:	Hours
Module No. 1: INTRODUCTION TO AVIATION	6
Introduction to Aviation - National and International Aviation Authorities - ICAO/IATA/FIATA – The roles and responsibilities of the IATA cargo Agent - The operations and service functions The air cargo consolidator and the process of consolidation -	
Module No. 2: INTRODUCTION TO AIRLINE INDUSTRY	10
History – Regulatory bodies – Navigation systems – Air Transport system – functions – customers – standardization - management – airside – terminal area – landside operations – civil aviation – safety and security – aircraft operator’s security program – security v/s facilitation – ICAO security manual – training and awareness – rescue and fire fighting – issues and challenges – industry regulations – future of the industry.	
Module No. 3: AIRLINE MARKETING AND SERVICE STANDARDIZATION IN LOGISTICS	8
airfreight exports and imports – sales and marketing – understanding marketing, environment, marketing research, strategies and planning, audits, segmentation, SWOT, marketing management control, consignee controlled cargo –sales leads – routing instructions – customer service, future trends.	
Module No. 4: AIR FRIEGHT FORWARDING	10
Air freight exports and imports – special cargoes – consolidation –documentation – Air Way Bill (AWB) – communication – handling COD shipments – POD – conditions of contract – dangerous (DGR) or hazardous goods.	

Module No. 5: CARGO OPERATIONS	8
Advices - Booking – SLI – Labeling – Volume/Weight ratio – shipment planning – TACT – Air cargo rates and charges – cargo operations – customer clearance.	

Books Recommended:

1. J.G. Wensveen, Air Transportation – A Management Perspective, Ashgate Publishing Ltd
2. Bijan Vasigh, Thomas Tacker and Ken Fleming Introduction to Air Transport Economics
- Ashgate Publishing Ltd
3. IATA Foundation course Air faces & Ticketing, IATA Publications
4. IATA Foundation in Tourism & Travel, IATA Publications
5. Travel Information Manual, (TIM) 2006, IATA Publications
6. Simon Taylor, Air transport logistics, Hampton
7. Paul Jackson and William Brackenridge, Air cargo distributions: A management analysis of its economic and marketing benefits, Grower Press.
8. Peter S. Smith, Air Freight: Operations, Marketing and Economics, Faber Text books
9. Reaching for the sky by Oliver Press E-commerce: An Indian Perspective, 2nd Ed. PT Joseph, SJ

Name of the Program: Bachelor of Business Administration (BBA) in
Logistics

Course Code: BBAL 5.4

Name of the Course: Logistic Network Design

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs.	42 Hrs.

Pedagogy: Classrooms lecture, Tutorials, and Problem Solving.

Course Outcomes: On successful completion of the course, the Students will able:

- To develop competencies and knowledge of students to become Logistics network design professionals
- To orient students in the field of design and configuration of the logistics network.
- To help Students to understand Logistics network design

Syllabus:	Hours
Module No. 1: INTRODUCTION TO NETWORK DESIGN	6
Introduction -Components of Logistics network: Facilities -Plants/Vendors -Ports --Warehouse Retailers/Distribution Centres -Customers -Raw materials and finished products that flow between the facilities. The three models of Network Design: 1. Logistics network design with differentiated delivery lead time 2. Logistics network design with price discount 3. Consolidated logistics network design using consolidation hubs	
Module No. 2: ISSUES OF NETWORK DESIGN	10
Key issues of Network design: Pick the optimal number, location, and size of warehouses and/or plants - Determining optimal sourcing strategy -Which plant/vendor should produce which product? -Determining best distribution channels -Which warehouses should service which customers?	
Module No. 3: PROCEDURE REQUIRED FOR NETWORK DESIGN	8
Data required for Network Design: A listing of all products -Location of customers, stocking points and sources -Demand for each product by customer location -Transportation rates -Warehousing costs - Shipment sizes by product -Order patterns by frequency, size, and season, content -Order processing costs - Customer service goals	
Module No. 4: STRATEGIC DECISIONS	10
The strategic decisions in terms of warehouses when plants and retailer locations are fixed; Pick the optimal number-location -size of warehouses -Determining optimal sourcing strategy -Which plant/vendor should produce which product -Determining best distribution channels -Which warehouses should service which retailers -The objective is to design or reconfigure the logistics network so as to minimize annual system-wide costs, including Production/ purchasing costs Inventory carrying costs, and facility costs (handling and fixed costs) Transportation costs.	
Module No. 5: DATA COLLECTION	8

Data Collection -information on :a) Location of customers, stocking points and sources— location theory-
b) A listing of all products -c) Demand for each product by customer location forecast technique -
d)Transportation Cost -Transportation rates by mode—information system, like rating engine -e)Mileage
estimation— f) Warehousing costs (handling and fixed)—inventory management g) Service level
requirement—probabilistic technique h) Shipment sizes by product 2. Data Aggregation -The impact of
aggregate demand -a heuristic to aggregate data. 3. Data Validation and Model 4. Optimization

BOOKS RECOMMENDED

1. Supply Chain Management: Logistics Network Design by Donglei Du, Faculty of Business Administration, University of New Brunswick, NB Canada Fredericton.
2. Joseph D. Patton, Logistics Technology and Management, Soloman, 1986.
3. Philip T. Frohne, Quantitative Measurements for Logistics, McGraw Hill, 2007

Name of the Program: Bachelor of Business Administration (BBA) in
Logistics

Course Code: BBAL 5.5

Name of the Course: RETAIL LOGISTICS

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs.	42 Hrs.

Pedagogy: Classrooms lecture, Tutorials, and Problem Solving.

Course Outcomes: On successful completion of the course, the Students will able:

1. To develop competencies and knowledge of students to become Retail logistics and E-commerce professionals
2. To orient students in the field of Logistics
- 3 To help Students to understand Retail logistics
4. To apply the Basic knowledge of Retail logistics and E-commerce in the real-life situation
5. To enhance their ability and professional skills in Logistics

Syllabus:	Hours
Module No. 1: CONCEPT AND SCOPE	6
Concept and Scope: Concepts of Retail Logistics and supply chain- Importance of Logistics in these days global Sourcing, Production and consumption- Dimension of Logistics: Macro and Micro aspects- Supply chain contours: Backward and forward linkages- Supply chain efficiency- Logistics as a competitive edge driver- Peculiarities and diversity of needs of Logistics for Retailing.	
Module No. 2: LOGISTICS AND RETAIL MARKETING	10
Logistics and Retail Marketing: Logistics as a Support function of Order Fulfilment, Assembling & Labelling from Multi-storage points and Delivery- Logistics as an interface of Market forecasting, Stock level management, invoice or sales documentation, picking products, consolidation, transport- packaging, packing, marking, preparing outbound documentation and shipping out by loading into containers- customer facilitation tracking out-bound shipments.	
Module No. 3: E COMMERCE	8
E-Commerce: introduction to E-commerce logistics including delivery and pickup models and the overall logistic setup – Order Processing – Activities associated with order processing like identifying order request from MIS, creating customer account for new customers, identifying the order requirements and placing a processing request in MIS, notifying customers through system, updating the delivery requirements, checking with stock, coordinating with vendor, etc - Types of order processing - Roles and responsibilities associated with order processing - Procedures for generating plans and schedules through MIS	
Module No. 4: REVERSE LOGISTICS	10

Reverse Logistics: Basic of reverse logistics - The concept of reverse logistics. The key activities involved in terms of identifying daily pickups, scheduling pickup for the day, coordinating with carriers, route map optimization, collecting pickup and feedback - Types of reverse logistics – Return from customer, return by carrier, return of damaged product, etc - Roles and responsibilities associated with reverse logistics- Global best practices and statistics Associated with reverse logistics

Module No. 5: TYPES OF E COMMERCE

8

Types of Ecommerce- B2B-B2C and intra business. Retail Ecommerce – Retailing through internet, Direct Online Sales model and its types- Business Models for e commerce- meaning definition importance. E business models based on the relationships of transaction types- manufacture model, advertising model, value chain model, brokerage Model Marketing on the web-marketing strategies, creating web presence, advertising, customer service and support, web branding strategies, web selling models.

BOOKS RECOMMENDED

1. Ray, Supply Chain Management for Retailing, TMH, 2010.
2. James B. Ayers, Retail Supply Chain Management, Auerbach Publications, 2007.

Name of the Program: Bachelor of Business Administration (BBA) Course Code: BBA 5.6 Vocational Name of the Course: Information Technology for Business		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3Hrs.	42 Hrs.
Pedagogy: Classroom's lecture, tutorials, Group discussion, Seminar, Case studies.		
Course Outcomes: On successful completion Student will demonstrate ; - Understand the fundamentals of information technology - Understand usage of information technology in business. - Learn core concepts of computing and modern systems - Applications of Excel and SQL. - Awareness about latest information.		
Syllabus		Hours
Module No. 1: Information Technology and Information System		10
Introduction to IT, Introduction to IS, Difference be IS and IT, Need for Information System, Information Systems in the Enterprise, Impact of Information Technology on Business (Business Data Processing, Intra and Inter Organizational communication using network technology, Business process and Knowledge process outsourcing), Managers and Activities in IS, Importance of Information systems in decision making and strategy building, Information systems and subsystems.		
Module No. 2: Subsystems of Information System		12
Transaction Processing Systems (TPS), Management Information System (MIS), Decision Support Systems (DSS), Group Decision Support System (GDSS), Executive Information System (EIS), Expert System (ES), Features, Process, advantages and Disadvantages, Role of these systems in Decision making process.		
Module No. 3: Database Management System		14
Introduction to Data and Information, Database, Types of Database models, Introduction to DBMS, Difference between file management systems and DBMS, Advantages and Disadvantages of DBMS, Data warehousing, Data mining, Application of DBMS, Introduction to MS Access, Create Database, Create Table, Adding Data, Forms in MS Access, Reports in MS Access.		
Module No. 4: Microsoft Excel in Business		14
Introduction to MS Excel, features of MS Excel, Cell reference, Format cells, Data Validation, Protecting Sheets, Data Analysis in Excel: Sort, Filter, Conditional Formatting, Preparing Charts, Pivot Table, What if Analysis(Goal Seek, Scenario manager), Financial Functions: NPV, PMT, PV,FV, Rate, IRR, DB,SLN,SYD. Logical Functions: IF, AND, OR, Lookup Functions: V Lookup, H Lookup, Mathematical Functions, and Text Functions.		
Module No. 5: Recent Trends in IT		06
Virtualization, Cloud computing, Grid Computing, Internet of Things, Green Marketing, Artificial Intelligence, Machine Learning.		
Skill Developments Activities: - Creating Database Tables in MS Access and Entering Data - Creating Forms in MS Access - Creating Reports in MS Access - Creating charts in Excel - What if analysis in Excel - Summarizing data using Pivot Table		

7. VLookup and HLookup Functions
8. Rate of Interest Calculation using Financial Function
9. EMI calculation using Financial Function
10. Data Validation in Excel
11. Sort and Filter
12. Conditional Formatting in Excel.

Books for Reference:

- 1.Lauaon Kenneth & Landon Jane, "Management Information Systems: Managing the Digital firm", Eighth edition, PHI, 2004.
- 2.Uma G. Gupta, "Management Information Systems – A Management Perspective", Galgotia publications Pvt., Ltd., 1998.
- 3.Louis Rosenfel and Peter Morville, "Information Architecture for the World wide Web", O'Reilly Associates, 2002.
- 4.C.S.V.Murthy: Management Information Systems, HPH
- 5.Steven Alter, "Information Systems – A Management Perspective", Pearson Education, 2001.
- 6.Uma Gupta, "Information Systems – Success in 21st Century", Prentice Hall of India, 2000.
- 7.Robert G. Murdick, Joel E. Ross and James R. Claggett, "Information Systems for Modern Management", PHI, 1994.
8. Introduction to Database Systems, CJ Date, Pearson
- 9.Database Management Systems, Raghurama Krishnan, Johannes Gehrke, TATA McGraw Hill 3rd Edition.
10. The Database Systems – The Complete Book, H G Molina, J D Ullman, J Widom Pearson
11. Database Systems design, Implementation, and Management, Peter Rob & Carlos Coronel 7th Edition.
12. Fundamentals of Database Systems, Elmasri Navrate Pearson Education
13. Introduction to Database Systems, C.J.Date Pearson Education
14. Microsoft Access 2013 Step by Step by Cox, Joyce, Lambert, Joan.
15. Excel 2019 All-In-One: Master the new features of Excel 2019 / Office 365 (English Edition) by Lokesh Lalwani
16. Microsoft Excel 2016 - Data Analysis and Business Modeling by Wayne L. Winston (Author)

Note: Latest edition of Reference Books may be used

Name of the Program: Bachelor of Business Administration (BBA) Course Code: BBA 5.7 Name of the Course: Cyber Security		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
2 Credits	2 Hrs	28 Hrs

Name of the Program: Bachelor of Business Administration (BBA) in Logistics

Course Code: BBAL 6.1

Name of the Course: INTRODUCTION TO STRATEGIC MANAGEMENT

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4Credits	4 Hrs.	56 Hrs.

Pedagogy: Classrooms lecture, Tutorials, and Problem Solving.

Course Outcomes: On successful completion of the course, the Students will able:

1. To appreciate the complexities of managing a formal organization;
2. To help develop analytical skills for identifying key strategic issues and formulating appropriate strategies given a firms situation.

Syllabus:	Hours
Module No. 1: STRATEGIC CONCEPTS	6
Meaning, definition – role – scope – importance - stages- key terms - strategic model – benefits - need for strategic planning -pitfalls of strategic planning - guidelines for effective strategic management – Strategic Business Units - vision and mission – meaning – need – importance – process – characteristics –components - vision vs mission - writing and evaluating good vision and mission statements.	
Module No. 2: INTERNAL ASSESSMENT AND EXTERNAL ASSESSMENT	10
. Key internal forces - management audit - basic functions or activities that make up the different functional areas of business. Key external forces - sources of external information - Porters five forces model of competition - cooperative v/s competitive strategies.	
Module No. 3: STRATEGIES FOR MANAGING BUSINESS	8
Types of strategies – integration – intensive – defensive - diversification. Strategies for competing in turbulent - high velocity market - means for achieving strategies – joint venture - merger/acquisition - first mover advantages - outsourcing.	
Module No. 4: STRATEGY ANALYSIS	10
Three stage strategy formulation - SWOT matrix - SPACE matrix - BCG matrix - value chain analysis.	
Module No. 5: Implementation Strategies, Strategies Review and Evaluation	8
Meaning - Strategy formulation v/s strategy implementation - matching structure with strategy - creating strategy supportive culture - challenges in strategy implementation.	

Skill Development Activities:

- Present a chart showing Strategic Management Process.
- Select any organization and undertake SWOT analysis, SPACE matrix and BCG matrix
- Present strategy followed by an FMCG company in Indian Market.
- Select any sector and make competitive analysis using Porter's five forces model.
- List social responsibility action initiated by any one company.
- Select any organization and identify the Key Result Areas

TEXT BOOK:

1. Fred R David, Strategic Management Concepts and Cases

REFERENCE BOOKS:

1. V S P Rao and V Hari Krishna, Strategic Management Text And Cases
2. Amita Mital, Cases in Strategic Management
3. John A Pearce II and Richard B Robinson Jr., Strategic Management: Formulation, Implementation and Control.
4. Upendra Kachru, Strategic Management Concepts and Cases.

Name of the Program: Bachelor of Business Administration (BBA) in Logistics

Course Code: BBAL 6.2

Name of the Course: CUSTOMER RELATIONSHIP MANAGEMENT

No. of Hours per Week

4Hrs

Pedagogy: Classrooms lecture, Tutorials, and Problem Solving.

Course Outcomes: On successful completion of the course, the Students will able:

1. To develop competencies and knowledge of students to become customer relations professionals
2. To orient students in the field of CRM
3. To help Students to understand significance of CRM
4. To enhance their ability and professional skills in CRM

Syllabus:

Module No. 1: Introduction to relationship marketing

Overview of Relationship marketing – Meaning and Definition, Basis of building relationship – Types of relationship marketing, Customer information Database – Customer Profile Analysis - Customer perception, customer life cycle.

Module No. 2: Understanding CRM

CRM – Meaning and Definition, Overview and evolution of the concept – CRM and Relationship marketing, Transactional V/s Relationship Approach, CRM as a strategic marketing tool – CRM significance to the stakeholders

Module No. 3: CRM Structures

Elements of CRM – CRM Process – Strategies for Customer acquisition – Retention and Prevention of defection – Models of CRM – CRM road map for business applications.

Module No. 4: CRM Planning and Implementation

Strategic CRM planning process – Implementation issues – CRM Tools- Analytical CRM – Operational CRM –Call center management – Role of CRM Managers.

Module No. 5: Trends in CRM

e- CRM Solutions – Data Warehousing – Data mining for CRM – an introduction to CRM software packages, Database Marketing – Prospect database

REFERENCE BOOKS:

1. S. Shajahan – Relationship Marketing – Mc Graw Hill, 1997
2. Paul Green Berg – CRM – Tata Mc Graw Hill, 2002
3. Philip Kotler, Marketing Management, Prentice Hall, 2005
4. Saroj Kumar and Supriya Singh – Customer Relationship Management, Thakur Publishers Chennai
5. Barry Berman and Joel R Evans – Retail Management – A Strategic Approach- Prentice Hall of India, Tenth Edition, 2006.

Name of the Program: Bachelor of Business Administration (BBA) in
Logistics

Course Code: BBAL 6.3

Name of the Course: E COMMERCE AND ERP

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
4 Credits	4Hrs.	56 Hrs.

Pedagogy: Classrooms lecture, Tutorials, and Problem Solving.

Course Outcomes: On successful completion of the course, the Students will able:

1. To provide the students the basic concepts of e-Commerce and enterprise resource planning.
2. To orient students in the field of ERP
3. To help Students to understand significance of E- commerce and ERP

Syllabus:	Hours
Module No. 1: Introduction to E- commerce	6
Meaning and concept – E- commerce v/s Traditional Commerce- E- Business & E- Commerce – types of e-business, History of E- Commerce – EDI – Importance, features & benefits of E-Commerce – Impacts, Challenges & Limitations of E- Commerce, internet and its effects in business –strategy, structure and process, Road map of e-commerce in India, Influencing factors of successful E-Commerce.	
Module No. 2: Business models of E – Commerce	10
Business to Business – Business to customers– customers to customers - Business to Government – Business to employee, Electronic Payment system: Introduction – Online payment systems – prepaid and postpaid payment systems – e- cash, e- cheque, Smart Card, Credit card, Debit Card, internet banking, mobile banking, Electronic purse –Legal and ethical issues in E- Commerce: Security issues in E- Commerce, Regulatory frame work of E-commerce.	
Module No. 3: Enterprise – An overview	8
Enterprise – An overview, ERP introduction, Business function and business process, Basic concepts of ERP, ERP myths, history of ERP, Risks and benefits of ERP.	
Module No. 4: ERP Related Technologies	10
ERP related technologies, BPR, data warehousing, data mining, online analytical process, product life cycle, CRM, OLAP, GIS, BA, BI, PLM, Intranets and Extranets.	

Module No. 5: ERP functional modules	8
Functional modules of ERP, ERP implementation Life cycle, objectives of ERP implementation, Phases of ERP implementation, why do many ERP implementation fail, ERP project teams-composition and organization, consultants and vendors.	

TEXT BOOKS:

1. Leonard Jessup, Joseph Valacich, “Information System Today, Managing the Digital World” 3rd edition, PHI
2. Alexis Leon - Enterprise resource Planning, TMH

Name of the Program: Bachelor of Business Administration (BBA) in
Logistics

Course Code: BBAL 6.4

Name of the Course: SHIPPING FINANCE AND MARINE INSURANCE

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs.	42 Hrs.

Pedagogy: Classrooms lecture, Tutorials, and Problem Solving.

Course Outcomes: On successful completion of the course, the Students will able

1. To understand methods shipping finance marine insurance.
2. To understand the key elements of shipping finance marine insurance
3. To be familiar with marine insurance coverage and underwriting
4. To understand how ship finance and marine insurance can drive investment in a more sustainable global shipping industry

Syllabus:	Hours
Module No. 1: Overview of the Shipping Industry	6
Importance of the Sector -Participants in the Shipping Business(Redefining Agency Cost) -Shipping Cycles and their Drivers Ship (Asset) Valuation -Models of Ship Valuation: Case Study -Probability of Default: Case Study -(Basel II &Basel III criteria)	
Module No. 2: Sources of Ship Finance-Equity (IPO's):	10
Case Study -Debt Financing and the Bond Markets: Case Study -KG Funds-KS Funds: Case Study -Islamic Finance: Case Study -Debt/Equity Structure Decision of a Shipping Company -Corporate Governance in Shipping: Discussion of Empirical Results -Corporate Social Responsibility: Discussion of Empirical Results	
Module No. 3: International Marine Insurance Market	8
International Marine Insurance Market-Credit System-Lloyds-P&I Clubs-Salvage Association. Marine Insurance Act 1906-Principle of Insurable Interest-Cargo Interests-Hull Interests-Contracts on Sale. Principles Involved in Marine Insurance-Representation &Misrepresentation-Warranties-Time and Voyage Insurances-Change of Voyage- Particular Average-Total Loss-Marine Insurance Policy-Forms of Policy.	
Module No. 4: Measures of Indemnity	10
Measure of Indemnity-Partial Loss of Ship-Freight-Goods-Sue and Labour Charges-Salvage and Salvage Charges-Subrogation-Letter of Subrogation. General Average-Contributory Values-Average Disbursements-Applications to Insurance.	
Module No. 5: Cargo Insurance	8
Cargo Insurance-Long Term Cargo Contracts-Floating Policy-Open Cover-Cancellation Clause-Certificate of Insurance. Cargo Clauses-Transit Clause-Change of Voyage Clause-General	

Average Clause. Time Clauses-Principal Insuring Conditions-Additional Clauses.
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Text Books:

1. Marine insurance By Institute of chartered ship brokers
2. Marine insurance clauses by Hudson.
3. Marine Cargo insurance by DuntJhon.

Reference Books

1. Reference book of marine insurance by Whither by Publishers UK
2. Collected papers on marine claims by GoodAcre .J.K.

Name of the Program: Bachelor of Business Administration (BBA) in
Logistics

Course Code: BBAL 6.5

Name of the Course: LEGAL PRINCIPLES OF LOGISTICS AND SHIPPING

Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3 Credits	3 Hrs.	42 Hrs.

Pedagogy: Classrooms lecture, Tutorials, and Problem Solving.

Course Outcomes: On successful completion of the course, the Students will able:

1. To provide an overview of the concept of legal principles in logistics.
2. To discuss the principles and application of laws related to logistics and shipping.
3. To elaborate the operating objectives of maritime law in logistics;
4. To describe the various cases of logistics and shipping.

Syllabus	Hours
Module No. 1	10
Basic Principles of English Law: Types of Law-Sources of Law-Maritime Conventions Act, 1911. Arbitration-Basic Principles of Contract Law; Formation of Contract-Promissory Estoppel-Privity of Contract-Exclusion Clauses-Remedies for Breach of Contract-Remoteness of Damage.	
Module No. 2	10
Basic Principles of Tort-Duty of Care-Breach of Duty of Care-Policy Considerations Misrepresentation-Remedies in Tort-Vicarious Liability. Main Principles of Law relating to Agency; Agency Relationship-Ratification-Rights and Duties imposed between Agent and Principal-Termination of Agency Relationship-Shipbrokers and their Commission.	
Module No. 3	8
Law Relating to Carriage of Goods by Sea-Private and Common Carriers-Non Vessel Operating Carriers-Transit-Contracts of Affreightment, Charterparties, Voyage-Time-Demise- Implied Terms in Charterparties-Standard Charterparty Forms.	
Module No. 4	8
Charter Parties- Freight-Liens-Laytime-Port and Berth Charterparties - General Average. Bills of Lading Functions of B/L-Types of B/L-Mate's Receipt.	
Module No. 5	6
Carriage of Goods by Sea Act- Applications of Hague-Visby Rules-Hamburg Rules. Carriage of Goods by Sea Act-Assignment of Contract of Carriage.	

TEXT BOOKS

1. Legal Principles in Shipping Business by Institute of chartered ship brokers.
2. Maritime Law Desk Book by Charles M .Davis
3. Maritime Law Journal –Articles by Capt. A.K. Bansal (Faculty, Indian Institute of Logistics)
4. Admiralty and Maritime law by Robert Force.
5. Maritime Law by Christopher Hill.

Name of the Program: Bachelor of Business Administration (BBA) in Logistics Course Code: BBA 6.6 Vocational Name of the Course: Goods and Services Tax		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
3Credits	3 Hrs.	42 Hrs.
Pedagogy: Classroom's lecture, tutorials, Group discussion, Seminar, Case studies.		
Course Outcomes: On successful completion Student will demonstrate - Understand the basics of taxation, including the meaning and types of taxes, and the differences between direct and indirect taxation. - Analyze the history of indirect taxation in India and the structure of the Indian taxation system. - Understand the framework and definitions of GST, including the constitutional framework, CGST, SGST, IGST, and exemptions from GST. - Understand the time, place, and value of supply under GST, and apply this knowledge to calculate the value of supply and determine GST liability. - Understand input tax credit under GST, including its meaning and process for availing it, and apply this knowledge to calculate net GST liability.		
Syllabus		Hours
Module No. 1: Basics of Taxation		04
Tax – Meaning and Types, Differences between Direct and Indirect Taxation, Brief History of Indirect Taxation in India, Structure of Indian Taxation.		
Module No. 2: Goods and Services Tax –Framework and Definitions		12
Introduction to Goods and Services Tax, Constitutional Framework, Orientation to CGST, SGST and IGST, Meaning and Scope of Supply, Types of Supply. Exemptions from GST.		
Module No. 3: Time, Place And Value of Supply		20
Time of Supply – in case of Goods and in case of Services - Problems on ascertaining Time of Supply; Place of Supply – in case of Goods and in case of Services (both General and Specific Services) – Problems on Identification of Place of Supply; Value of Supply – Meaning, Inclusions and Exclusions. Problems on calculation of 'Value of Supply'.		
Module No. 4: GST Liability and Input Tax Credit		14
Rates of GST – Classification of Goods and Services and Rates based on classification, Problems on computation of GST Liability. Input Tax Credit – Meaning, Process for availing Input Tax Credit – Problems on calculation of Input Tax Credit and Net GST Liability.		
Module No. 5: GST Procedures		05
Registration under GST, Tax Invoice, Levy and Collection of GST, Composition Scheme, Due dates for Payment of GST, Accounting record for GST, Features of GST in Tally Package. GST Returns – Types of Returns, Monthly Returns, Annual Return and Final Return – Due dates for filing of returns. Final Assessment. Accounts and Audit under GST.		

Skill Developments Activities:

- a) List out the process of GST registration for a business.
- b) Chart out 'time of supply' concept relevance in GST.
- c) Identify the place of supply for goods and services in different scenarios.
- d) Calculate GST liability for a particular transaction using imaginary values.
- e) Explain the process of availing input tax credit in GST.

Books for Reference:

1. V Rajesh Kumar and Mahadev, "Indirect Taxes", Mc Graw Hill Education
2. Datey, V S, "Indirect Taxes", Taxmann Publications.
3. Hiregange et al, "Indirect Taxes:", Puliani and Puliani.
4. Haldia, Arpit, "GST Made Easy", Taxmann Publications.
5. Chaudhary, Dalmia, Girdharwal, "GST – A Practical Approach", Taxmann Publications.
6. Garg, Kamal, "Understanding GST", Bharat Publications.
7. Hiregange, Jain and Naik, "Students' Handbook on Goods and Services Tax", Puliani and Puliani.

Note: Latest edition of Reference Books may be used

Name of the Program: Bachelor of Business Administration (BBA) Course Code: BBA 6.7 Name of the Course: Mini Project (4 weeks duration)		
Course Credits	No. of Hours per Week	Total No. of Teaching Hours
2 Credits	3 Hrs	12 Hrs